

Learning Goal: Students will increase their knowledge of the way to put together a formal field research report or paper, using the APA style format.

HSP3U FIELD RESEARCH REPORT OUTLINE

FINAL REPORT

- ◆ Title Page
- ◆ Abstract
- ◆ Introduction
- ◆ Review of Literature
- ◆ Method of Gathering Data
- ◆ Results of Gathering Data
- ◆ Discussion, Analysis and Interpretation
- ◆ Conclusions, Summary and or Recommendations
- ◆ Appendix
- ◆ References (this may not be applicable for the first project, depending on your group)

TITLE PAGE (see sample paper on Distant Intercessory Prayer – page 1)

- Set margins at 1" or 2.5 cm
- Set font at Times New Roman 12 point and make this your default font for the document
- Select spacing at 2.0
- Make your header
 - Insert Header, click on the top option, then click on Different First Page, then click on page # and select the third option which places the number to the right, then place the cursor in front of the number (1) and type... Running head: TITLE IN ALL CAPS and back it all the way to the left
- Click on the page anywhere to get out of the Header function
- 1/3 of the way down the page, type in regular caps The Title of the Paper; space – Your Name; space – Fenelon Falls Secondary School

ABSTRACT (see sample paper on Distant Intercessory Prayer – page 2)

An abstract allows potential readers to decide if the research essay is relevant to their studies. It provides a brief summary for the reader. An abstract typically does not exceed 120 words.

- Write a 100 to 120 word summary of your research on the second page
- Change the header to TITLE IN ALL CAPS (the Running head disappears from this point on)

INTRODUCTION PARAGRAPHS & LIT REVIEW (see sample paper on Distant Intercessory Prayer – page 3-4)

Your introduction begins on the third page. It should be interesting, and should

- begin with a title that is centred at the top of the page with regular caps Title of the Paper
- include a detailed outline of the topic or societal issue, from the viewpoint of several different researchers (a lot of secondary research or review is included here).
 - this is where you include your review of secondary sources presenting the key findings from your secondary research
 - find appropriate, valid resources of key findings from research in academic literature (books, journals, articles, etc.)
 - for each statement indicate the sources of the information that you used to get that information (can be more than one source for a single viewpoint or piece of information).
 - describe findings that relate to your main thesis from a variety of sources in paragraph(s)
 - **cite all sources according to APA guidelines using in text citations**

Learning Goal: Students will increase their knowledge of the way to put together a formal field research report or paper, using the APA style format.

- ❑ include any definitions relevant to the study so the reader understands your use of the terms
- ❑ include purpose or aims of the field research (hypothesis)
- ❑ include an explanation of any limitations placed on your study if applicable (see me if unsure)
- ❑ include a brief description of the field work method used to gather information
- ❑ include a thesis statement (main point the research is proving)

METHOD OF GATHERING DATA PARAGRAPHS (see sample paper on Distant Intercessory Prayer – page 4-5)

Explain, in full sentences and paragraphs, the method of your field work, the development and use of your research tools (questionnaire, interview sheets, observation charts etc.). Refer to the Appendix and include a blank copy of the questionnaire etc.) Essentially, describe the method used and how data was gathered.

- ❑ during planning determine best research method
- ❑ determine sample group and or control group if applicable
- ❑ follow ethical research guidelines
- ❑ obtain approval of primary research by the teacher
- ❑ construct and hand in method tools such as questionnaire, interview page, observation chart – have copies made as needed after descriptive feedback
- ❑ conduct research
- ❑ describe fieldwork process in paragraphs

RESULTS PARAGRAPHS (see sample paper on Distant Intercessory Prayer – page 5-6)

This requires that a tabulation of all results be presented in a systematic form. Charts of data (usually represented as percentages) accompanied by generalizations are helpful. This section does not include opinions or interpretation. Be brief and concise but do use full sentences.

- ❑ look at the evidence gathered during the field work process
- ❑ organize your data into statistics
- ❑ present findings in a systematic format that includes introductory and descriptive sentences
- ❑ DON'T just insert tables and charts here on their own

DISCUSSION, ANALYSIS AND INTERPRETATION (see sample paper on Distant Intercessory Prayer – page 6-7)

This section constitutes a major and very important portion of your research paper. Include an examination and break down of findings, interpretation and evaluation of the data collected from both field work and secondary sources. If applicable, comment on the validity and reliability of the various sources. Compare and contrast the various secondary source positions and findings. Review whether your findings were similar, partially similar or different.

- ❑ interpret findings
- ❑ show exploration of results in detail
- ❑ discuss the relationship of findings to literature or academic findings (compare, contrast, and combine)
- ❑ discuss sociological, psychological or anthropological theory of analysis if possible (early for this so talk to me if you want to attempt this)

CONCLUSION (see sample paper on Distant Intercessory Prayer – last paragraph page 7)

This section should contain a restatement of your aims. Your conclusions should indicate the general results of your study. Summarize how you have achieved your aims and include recommendations for further study. You may mention those aspects of the topic included in your aims which you were not able to investigate (don't go into depth though or get off topic).

SEE NEXT PAGE

Learning Goal: Students will increase their knowledge of the way to put together a formal field research report or paper, using the APA style format.

- ❑ give a summary of results that reinforces thesis
- ❑ describe whether the hypothesis was proven, partially proven, alternatively proven or not proven
- ❑ consider implications of field work
- ❑ show recognition of limitations of field work
- ❑ give suggestions for future research

REFERENCES (see sample paper on Distant Intercessory Prayer – pages 8-9; also see the APA Styles Essential document; consult OWL or Vanguard APA style online- see links on classroom website)

- ❑ in text citations in APA style in the body of the report throughout the introduction and discussion, need to link up with the References page at the end
- ❑ if it is in the paper in in text citations then it needs to be documented on this page, if it is not, it should not be here
 - ❑ title is References not Works Cited
 - ❑ double spaced throughout with no extra spaces between sources
 - ❑ hanging indent – 2nd and every other line after for a source is indented 5 spaces
 - ❑ Last Name, First Initial. (Year). Title of the article. *Title of the Journal or Periodical*. URL
 - ❑ sources should be in alphabetical order based on the last name of the author
 - ❑ if no author or hosting organization is available (Year). Title of the article. Title of the Journal or Periodical. URL

APPENDIX (see sample paper on Distant Intercessory Prayer – page 11)

This is a separate section located after the references.

- ❑ included in this section are charts or tables that do not fit into the body of the paper
- ❑ include a copy of any of the research tools (questionnaire, interview, observation charts etc.) and your raw data calculations.
- ❑ do not include copies of completed surveys or interviews.
- ❑ Each chart, table etc. needs a title (example figure #1, figure #2, and so on).